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## PART - I

### GOVERNMENT OF MEGHALAYA

#### NOTIFICATIONS

The 9th November, 2017.

**No.PER.225/MSS/EJN/41**—Smti. Edna J. Nongkynrih, Superintendent, E.R.T.S. Department is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 12 (twelve) days with effect from 13th November, 2017 to 24th November, 2017, with permission to leave the station and to prefix the 10th, 11th and 12th November, 2017 and to suffix 25th and 26th November, 2017 being holidays, Saturdays and Sundays to the leave.

The Officer would have continued to hold the post but for her proceeding on leave and there is every likelihood of her returning to the same or a similar post on expiry of the leave.

**No.PER.238/MSS/IL/43**—Smti. Iophika Lyngdoh, Superintendent, Urban Affairs Department is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 4 (four) days with effect from 3rd October, 2017 to 6th October, 2017, with permission to prefix the 29th, 30th

September, 2017, 1st and 2nd October, 2017 and to suffix 7th and 8th October, 2017 being holidays, Saturday and Sundays to the leave.

The Officer would have continued to hold the post but for her proceeding on leave and she has since returned to the same post on expiry of the leave.

The 13th November, 2017.

**No.PER.38/SGS/AMK/43**—In continuation to this Department's Notification No.PER.38/SGS/AMK/38, dated 28th September, 2017, Smti. Anjella Mary Kharsyntiew, Stenographer Grade-I, is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 29 (twenty nine) days with effect from 6th October, 2017 to 3rd November, 2017 with permission to suffix the 4th and 5th November, 2017 being Saturday and Sunday to the leave.

The Officer would have continued to hold the post but for her proceeding on leave and she has since returned to the same post on expiry of the leave.

The 20th November, 2017.

**No.PER.248/MSS/PNS/24**—Shri Peredy N. Sangma, Superintendent, Health and Family Welfare Department, is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 5(five) days with effect from 30th October, 2017 to 3rd November, 2017 with permission to prefix the 28th and 29th October, 2017 and suffix the 4th & 5th November, 2017 being Saturdays and Sundays to the leave.

The Officer would have continued to hold the post but for his proceeding on leave and he has since returned to the same post on expiry of the leave.

**No.PER.150/MSS/LS/145**—In continuation of this Department's Notification No.150/MSS/LS/41, dated 26th October, 2017 Shri Lumlang Synrem, Under Secretary to the Government of Meghalaya, Forests and Environment Department, is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted extension of earned leave on private affairs for a period of 9 (nine) days with effect from 1st November, 2017 to 9th November, 2017 with permission to suffix the 10th, 11th and 12th November, 2017 being holiday, Saturday and Sunday to the leave.

The Officer would have continued to hold the post but for his proceeding on leave and there is every likelihood of his returning to the same or a similar post on expiry of the leave.

**No.PER.150/MSS/LS/145 -A**—During the period of absence on leave of Shri Lumlang Synrem, Under Secretary to the Government of Meghalaya, Forests & Environment Department, Smti. E.G. Momin, Under Secretary to the Government of Meghalaya, Community & Rural Development Department shall continue to hold charge as Under Secretary to the Government of Meghalaya, Forests & Environment Department in addition to her own duties and until further orders.

**No.PER.136/MSS/SJN/85**—On return from leave, Smti. Sanscrita J. Nongrum, is reposted as Under Secretary to the Government of Meghalaya, Social Welfare Department with effect from 16th October, 2017 (F.N) and until further orders.

**No.PER.136/MSS/SJN/85 - A**—On resumption of charge by Smti. Sanscrita J. Nongrum, Under Secretary to the Government of Meghalaya, Social Welfare Department, Smti Carilis Fedora Kharshiing,

Under Secretary to the Government of Meghalaya, Mining & Geology Department is relieved of her duties as Under Secretary to the Government of Meghalaya Social Welfare Department with effect from the date of handing over charge.

**B.K. SOHKHLET,**  
Under Secretary to the Govt. of Meghalaya,  
Personnel & A.R.(A) Department.

The 1st December, 2017.

**No.PER.91/MCS/RM/159**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong Smti. R.S. Manners, MCS, Additional Deputy Commissioner, East Jaintia Hills District, Khliehriat, is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 5 (five) days with effect from 4th December, 2017 to 8th December, 2017 with permission to prefix the 2nd and 3rd December, 2017 and suffix the 9th and 10th December, 2017 being Saturdays and Sundays to the leave.

The Officer would have continued to hold the post but for her proceeding on leave and there is every likelihood of her returning to the same post or a similar post on expiry of the leave.

The 17th November, 2017.

**No.PER.87/IAS/CPG/226**—Shri C.P. Gotmare, IAS. Deputy Commissioner, Ri-Bhoi District, Nongpoh, is under Rule 18 (B) of the A.I.S (Leave) Rules, 1955 granted paternity leave for a period of 15 (fifteen) days with effect from 8th to 22nd December, 2017.

The Officer would have continued to hold the post but for his proceeding on leave and there is every likelihood of his returning to the same or a similar post on expiry of the leave.

**No.PER.87/IAS/CPG/226- A**—During the absence on leave of Shri C.P.Gotmare, IAS. Deputy Commissioner, Ri-Bhoi District, Nongpoh, Shri D.P. Kharsati, MCS, ADC, Nongpoh is allowed to look after the Office of the Deputy Commissioner, Ri Bhoi District, Nongpoh with effect from 8th to 22nd December, 2017 in addition to his own duties.

This Department's Notification No.PER.87/IAS/CPG/222 dated 31st August, 2017 is treated as cancelled.

**V. TARIANG,**  
Under Secretary to the Govt. of Meghalaya,  
Personnel & A.R.(A) Department.

The 29th November, 2017.

**No. ERTS (E) 61/97/62**—In the interest of public service, Shri R. M. Khlem, Deputy Superintendent of Excise, East Jaintia Hills District, Khliehriat is transferred and posted as Deputy Superintendent of Excise, East Garo Hills, Williamnagar with effect from the date of taking over charge and until further orders *vice* Shri B. Manar, Deputy Superintendent of Excise transferred.

**No. ERTS (E) 61/97/62-A** - In the interest of public service, Shri B. Manar, Deputy Superintendent of Excise, East Garo Hills District, Williamnagar is transferred and posted as Deputy Superintendent of Excise, East Jaintia Hills District, Khliehriat with effect from the date of taking over charge and until further orders *vice* Shri. R. M. Khlem, Deputy Superintendent of Excise transferred.

**P. W. INGTY,**

**Additional Chief Secretary to the Govt. of Meghalaya,  
Excise, Registration, Taxation & Stamps Department.**

The 21st November, 2017.

**No.WR(E)54/96/62**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong, Shri Nepolin Kharjana Executive Engineer (WR) North Garo Hills Division, Resubelpara is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for the period of 12(twelve) days with effect from 16th October, 2017 to 27th October, 2017 with permission to suffix 28th & 29th October, 2017 being holidays to the leave.

The Officer would have continued to hold the post but for his proceeding on leave and there is every likelihood of his returning to the same post or similar post on expiry of his leave.

**No.WR(E)54/96/62-A**-During the period of absence on leave of Shri Nepolin Kharjana, Shri D. B. Syngkon, Superintending Engineer (WR) Garo Hills Circle, Tura, is allowed to hold charge of the office of Executive Engineer(WR) Resubelpara, in addition to his own duties.

The 1st December, 2017.

**No.IRRI(E)7/2006/36**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong, Shri Kerlang Lyngdoh, Executive Engineer (WR) FC/WB/RB, Shillong is under Fundamental Rule 90 of the Meghalaya Fundamental

Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for the period of 19(nineteen) days with effect from 20th November, 2017 to 8th December, 2017 with permission to suffix 9th and 10th December, 2017 being holidays to the leave.

The Officer would have continued to hold the post but for his proceeding on leave and there is every likelihood of his returning to the same post or similar post on expiry of his leave.

**No.IRRI(E)7/2006/36-A**- During the period of absence on leave of Shri Kerlang Lyngdoh, Smti A.D. Blah, Superintending Engineer(WR)FC/WB/RB Shillong, is allowed to hold charge of the office of the Executive Engineer (WR)FC/WB/RB Shillong, in addition to her own duties.

**P. SAMPATH KUMAR,**

**Commissioner & Secretary to the Govt. of Meghalaya,  
Water Resources Department.**

The 22nd November, 2017.

**No.IND.180/2014/134**—The Governor of Meghalaya is pleased to Constitute the State Level Selection Committee for National Awards-2016 to Micro, Small and Medium Enterprises (MSMEs) for the following category:-

1. Outstanding Efforts in Entrepreneurship in Service.

The following Committee members are constituted with immediate effect:-

**Chairman**

1. Additional Chief Secretary, Commerce & Industries Department.

**Members**

2. Director of Commerce & Industries, Shillong.
3. President, Meghalaya Chamber of Commerce, Shillong.

**Member Convener**

4. Director, Micro Small & Medium Enterprise - DI.

Terms of Reference:-

The State Selection Committee after proper Screening shall select eligible MSMEs in order of merit including at least one each from SC/ST and a woman entrepreneur for the consideration of the National Level Selection Committee.

**No.IND.119/2003/6**—In the interest of public service Shri F. Sutnga, Joint Director of Commerce & Industries, Headquarters, Shillong is temporarily allowed to hold current charge of the post of Director of Commerce & Industries, Meghalaya in addition to his own duties with effect from the date of taking over charge of the post until further orders *vice* Shri N. Suting retired voluntarily from government service with effect from 15th November, 2017(AF).

**P. W.INGTY,**  
Additional Chief Secretary to the Govt. of Meghalaya,  
Commerce & Industries Department.

The 28th November, 2017.

**No.IND.70/2015/Pt/51**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Shri P. Toi, Deputy Director (P), Directorate of Commerce & Industries Centre, Shillong is granted earned leave on private affairs is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, for a period of 5 (five) days with effect from 4th December, 2017 to 8th December, 2017, prefixing 2nd and 3rd December, 2017 and suffixing 9th and 10th December 2017 being Saturdays Sundays to the leave.

The Officer would have continued to hold the same post and place but for proceeding on leave and there is every likelihood of his returning to the same post from which he proceeded on leave.

**B. B. MARAK,**  
Deputy Secretary to the Govt. of Meghalaya,  
Commerce & Industries Department.

The 20th November, 2017.

**No.CTA-15/96/1610**—Subject to the admissibility of leave to be certified by the Accountant General, Meghalaya, Shillong, V. R. Challam, Superintendent of Taxes, (EB) Tura, is granted Commuted Leave, on medical ground under Fundamental Rule 94 (a) of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted for a period of 30 (thirty) days with effect from 14th November, 2017 to 13th December, 2017.

The Officer would have continued to hold the same post but for his proceeding on leave & there is every likelihood of his returning to the same post on expiry of the leave.

**No.CTA-3/89/1613**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong Shri N.L.Sohliya, Superintendent

of Taxes, Circle-VI, Shillong is granted earned leave on private affairs, with permission to leave station, under Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, for a period of 10 (ten) days with effect from 27th November, 2017 to 6th December, 2017 prefixing 25th and 26th November, 2017 holiday and Sunday, to the leave.

The Officer would have continued to hold the same post but for his proceeding on leave & there is every likelihood of his returning to the same post on expiry of the leave.

**ABHISHEK BHAGOTIA,**  
Commissioner of Taxes, Etc.,  
Meghalaya.

The 5th December, 2017.

**No. FOR. 42/2017/26**—In partial modification of this Department's Notification No.FOR.12/97/Pt-C dated 21st April, 2017, Shri Rahul Singh, IFS (RR.-2013), Divisional Forest Officer, West, South & South West Garo Hills (T) Division, Tura, is promoted to the Senior Time Scale of pay of the IFS with effect from 1st January, 2017 i.e the date of promotion of his immediate juniors, Ms Abharna K.M, Shri Tejas Mariswamy and Ms.Jayashree Naiding, IFS (RR:2013) in the Assam Segment of the Assam- Meghalaya Cadre.

**No. FOR. 149/2014/147**—In the interest of public service, Shri K. S. Lyngdoh, IFS, Additional Principal Chief Conservator of Forests, (Admn), is also allowed to hold charge of his previous post of Chief Conservator of Forests, (T) as notified *vide* this Department's Notification No.FOR. 149/2014/58-A dated 12th January, 2016. However, he may be relieved of the post of Conservator of Forests (Monitoring & Evaluation) previously held by him with effect from the date of taking/handing over charge and until further orders.

**No. FOR. 149/2014/147-A**- In the interest of public service, Shri B. Shangdiar, IFS, Conservator of Forests (HQ), O/o the Principal Chief Conservator of Forests & HoFF, Meghalaya, Shillong is relieved of his additional charge as Planning Officer. He will now hold additional charge as Conservator of Forests (Monitoring & Evaluation) *vice* Shri K. S. Lyngdoh, IFS, relieved of holding additional charge of the post with effect from the date of taking over charge and until further orders.

**No. FOR. 149/2014/147-B**- In the interest of public service, Shri Manjunatha C, IFS, Divisional Forest



Officer, Training Division, Meghalaya, Shillong will hold additional charge as Planning Officer *vice* Shri B. Shangdiar, IFS, Planning Officer, relieved of holding additional charge of the post with effect from the date of taking over charge and until further orders.

**A. MAWLONG,**  
Secretary to the Govt. of Meghalaya,  
Forests & Environment Department.

The 30th November, 2017.

**No.FOR.201/1988/638**—In continuation to this Department's Notification No.FOR.201/1988/632 dated 9th October, 2017 and subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong, Dr. Subhash Ashutosh, IFS, Principal Chief Conservator of Forests, Climate Change, Research and Training, Meghalaya, is under Rule 11 of the AIS (Leave) Rules, 1955, granted for extension of earned leave on private affairs for another period of 6 (six) days with effect from 4th November, 2017 to 9th November, 2017, suffixing the 10th, 11th & 12th November, 2017, being holidays to the leave.

The Officer would have continued to hold the post but for his proceeding on leave and there is every likelihood of his returning to the same post on expiry of the leave.

**No.FOR.201/1988/638-A**—During the period of extension of leave of Dr. Subhash Ashutosh, IFS, Principal Chief Conservator of Forests, Climate Change, Research & Training, Meghalaya, Shri P.H.S. Bonney, IFS, Additional Principal Chief Conservator of Forests, Research & Training, Meghalaya is allowed to continue holding charge of the office of the Principal Chief Conservator of Forests, Climate Change, Research & Training, Meghalaya, in addition to his own duties.

**J. P. LAKIANG,**  
Deputy Secretary to the Govt. of Meghalaya,  
Forests & Environment Department.

The 30th November, 2017.

**No.FOR.46/1983/Pt./213**—The following Officers of the Meghalaya Forest Service are under Rule 22 of the Meghalaya Forest Service Rules, 1985 confirmed in the Meghalaya Forest Service with effect from the date as indicated against each.

Sl. No.	Name of the MFS Officers	Effective date of confirmation
1.	Dr. George H. Chyrmang, MFS	1.12.2016

2.	Shri Hamklet Suchiang, MFS	1.12.2016
3.	Shri Lambert G. Momin, MFS	1.12.2016
4.	Smti. Evansara Shullai, MFS	1.12.2016
5.	Shri Bijoy Lyngdoh, MFS	1.12.2016
6.	Shri Fifth Milestone Wann, MFS	1.12.2016

**L. SYNREM,**  
Under Secretary to the Govt. of Meghalaya,  
Forests & Environment Department.

The 5th December, 2017.

**No LBG. 21/96/121**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong, Shri R. W. Wahlang, Joint Labour Commissioner, Labour Office, East Khasi Hills, Shillong is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave for 5 (five) days on private affairs with effect from 4th December, 2017 to 8th December, 2017 prefix the 2nd and 3rd December, 2017 and suffixing the 9th and 10th December, 2017 being holidays.

The Officer would have continued to hold the same post but for his proceeding on leave and there is every likelihood of the Officer returning to the same post on expiry of the leave.

**N. R. MARAK,**  
Joint Secretary to the Govt. of Meghalaya,  
Labour Department.

The 5th December, 2017.

**No.UAU.134/2016/27**—Subject to the admissibility of leave to be certified by the Accountant General (A&E), Meghalaya, Shillong, Shri Synroplang Kharshiing, Assistant Research Officer, Directorate of Urban Affairs, Shillong is under Fundamental Rule 90 of the Meghalaya Fundamental Rules, and Subsidiary Rules, 1984, granted earned leave on private affairs for a period of 12 (twelve) days with effect from 27th November, 2017 to 8th December, 2017 prefixing 25th to 26th November, 2017 and suffixing 9th, 10th, 11th and 12th December, 2017 being holidays to the leave.

The Officer would have continued to hold the same post but for his proceeding on leave there is every likelihood of his returning to the same post on expiry of the leave.

**D. P. WAHLANG,**  
Principal Secretary to the Govt. of Meghalaya,  
Urban Affairs Department.

The 1st December, 2017.

**No. S&W. 39/2013/Pt./46-** With approval of the Meghalaya Public Service Commission Meghalaya, Shillong *vide* letter No. MPSC/DP-10/2017-2018/13, dated 17th November, 2017 the promotion in respect of Smti. M. Lamare, as Registrar, under Sericulture and Weaving Department made under Regulation 4(d) of the Meghalaya Public Service Commission *vide* this Department's Notification No.S&W.39/2013/Pt./31, dated 11th October, 2017 is hereby regularized.

**No.S&W.38/94/265**—With approval of the Meghalaya Public Service Commission, Meghalaya, Shillong *vide* letter No. MPSC/DP-11/2017-2018/19, dated 17th November, 2017 the promotion in respect of the following Officers under Sericulture and Weaving Department *viz*:

1. Shri Sanjit Kumar Barchung, as Director,
2. Shri I. A. Diengdoh, as Joint Director,
3. Smti. C. B. Sangma, as Deputy Director and
4. Shri Falangki Pariat, as Zonal Officer,

made under Regulation 4(d) of the Meghalaya Public Service Commission *vide* this Department's Notification No. S&W.38/94/236, dated 17th October, 2017 and No.S&W.38/94/237, dated 17th October, 2017 is hereby regularized.

**P. SAMPATH KUMAR,**  
**Commissioner & Secretary to the Govt. of Meghalaya,**  
**Sericulture & Weaving Department.**

The 29th November, 2017.

**No. SW(S) 143/2015/379**—In exercise of the powers conferred under Section 67(1) of the Juvenile Justice (Care and Protection of Children) Act, 2015, the Governor of Meghalaya is pleased to constitute the State Adoption Resource Agency (SARA) for all the 11 (eleven) Districts of Meghalaya with the following members:-

#### **Chairperson**

1. Additional Chief Secretary/ Commissioner & Secretary/ Secretary to the Government of Meghalaya, Social Welfare Department.

#### **Member Secretary**

2. The Director of Social Welfare, Meghalaya, Shillong.

#### **Members**

3. The Director of Health Services (MCH&FW)/ Representative.
4. The Chairperson of Child Welfare Commission, Shillong.
5. Representative of Specialized Adoption Agency (SAA).
6. One Member from the Civil Society involved in Child Welfare & Protection for at least 10 years.
7. One Member from State Legal Services Authority.

#### **Functions of State Adoption Resource**

**Agency:** The State Adoption Resource Agency shall function as the executive arm of the State Government for promotion, facilitation, monitoring and regulation of the adoption programme in the State, and its functions shall include to:-

1. recommend for recognition to one or more of the Child Care Institutions as Specialised Adoption Agencies in each district;
2. publish the contact details of Specialised Adoption Agency in the State at least once in a year;
3. recommend renewal of recognition to Specialised Adoption Agency every five years subject to satisfactory performance;
4. conduct meetings of Specialised Adoption Agencies on quarterly basis for addressing issues related to adoption and uploading the minutes of such meetings in the Child Adoption Resource Information and Guidance System;
5. inspect and monitor adoption programme and activities of all Specialised Adoption Agencies within its jurisdiction;
6. identify Child Care Institutions which are not recognised as Specialised Adoption Agencies and link them to Specialised Adoption Agencies for enabling and facilitating adoption of eligible children in such institutions, in pursuance of the provisions under section 66 of the Act;
7. enforce standards and measures for the adoption of orphan, abandoned and surrendered children, as envisaged under the Act or the rules made thereunder and these regulations;
8. identify Specialised Adoption Agencies or Child Care Institutions which have the capacity to provide quality care and treatment on a long term

- basis to special need children including children affected or infected by HIV/AIDS and mentally or physically challenged children, and facilitate transfer of such children to these agencies;
9. expedite de-institutionalisation of children through adoption and other non-institutional alternatives;
  10. take measures that are required for expansion of the adoption programme in the State, such as, strengthening the knowledge base, research and documentation, strengthening child tracking system, training and capacity building activities, publicity and awareness activities, advocacy and communication, monitoring and evaluation;
  11. validate the data furnished online in the Child Adoption Resource Information and Guidance System by the Child Welfare Committees in the State, in pursuance of the provisions of sub section (5) of section 38 of the Act;
  12. ensure furnishing of correct adoption data and documents in the Child Adoption Resource Information and Guidance System by the Specialised Adoption Agency, in the format and periodicity as specified in these regulations and validating the same;
  13. furnish or update in the Child Adoption Resource Information and Guidance System, the profile of the Specialised Adoption Agency as required under sub section (2) of section 65 of the Act;
  14. update the contact details of the District Child Protection Units, Child Welfare Committees and State Adoption Resource Agency online in the Child Adoption Resource Information and Guidance System on regular basis;
  15. maintain a State-specific database in Child Adoption Resource Information and Guidance System of adoptable children, prospective adoptive parents, children given in in-country and inter-country adoptions;
  16. ensure that all adoption placements in the State are done in accordance with the relevant provisions of the Act, rules made there under and these regulations;
  17. maintain a panel of professionally qualified or trained social workers and set up a counselling centre with the support of Authority at State-level to assist District Child Protection Unit, Specialised Adoption Agency or Child Care Institution, wherever required, for:-
    - i. counselling and preparation of the Home Study Report of the prospective adoptive parents;
    - ii. preparation of the Child Study Report and counselling of older children, wherever required;
    - iii. preparing post-adoption follow-up report, wherever required;
    - iv. preparing family background report in cases of inter-country relative adoptions;
    - v. post adoption counselling to adopted children and adoptive parents;
    - vi. assisting and counselling older adoptees in root search.
    - vii. carry out such other functions as assigned by the Authority from time to time.

**T. DKHAR,**

**Commissioner & Secretary to the Govt. of Meghalaya,  
Social Welfare Department.**

The 6th December, 2017.

**No.COD.27/2014/120**—On the recommendation of the Departmental Promotion Committee Smti. J. Kharsahnoh, Deputy Registrar of Cooperative Societies (Head Office) is hereby promoted to the post of Joint Registrar of Cooperative Societies, Senior Grade-I as per Rule 7(1) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹26,700-800-33,100-1000-42,100/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-A**—On promotion Smti. J. Kharsahnoh, Joint Registrar of Cooperative Societies, (Head Office) is to hold charge as Joint Registrar of Cooperative Societies, (Admn.) Head Office Principal, Meghalaya Cooperative Training Institute against the vacant post Smti. E.S. Chyne with effect from the date of taking over charge and until further orders.

**No.COD.I/2005/120-B**—On the recommendation of the Departmental Promotion Committee Shri. B.P. Modak, Deputy Registrar of Cooperative Societies, Zonal Office, Tura is hereby promoted to the post of Joint Registrar of Cooperative Societies, Grade-I as per Rule 7(1) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹26700-800-33100-1000-42100/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-C**—On promotion Shri B.P. Modak, Joint Registrar of Cooperative Societies, is

transferred and posted as Joint Registrar of Cooperative Societies, Head Quarter Shillong against the vacant post on retirement of Shri H. Lyngkhoh with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-D-**On the recommendation of the Departmental Promotion Committee Smti. K. Syiem, Assistant Registrar of Cooperative Societies, Head Office, Shillong is hereby promoted to the post of Deputy Registrar of Cooperative Societies, Head Quarter, Senior Grade-II as per Rule 7(2) and Proviso to the said Rule of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹23,300-700-27,500-830-32,480-970-39,270/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-E-**On promotion Smti. K. Syiem, Deputy Registrar of Cooperative Societies, is transferred and posted as Deputy Registrar of Cooperative Societies, Head Office, Shillong against the resultant vacancies post occur due to the promotion *vice* Smti. J. Kharsahnoh, Joint Registrar of Cooperative Societies, with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-F-** On the recommendation of the Departmental Promotion Committee Smti. R. Chyrmang, Assistant Registrar of Cooperative Societies (Head Office) is hereby promoted to the post of Deputy Registrar of Cooperative Societies, Senior Grade-II as per Rule 7(2) and Proviso to the said Rule of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹23,300-700-27,500-830-32,480-970-39,270/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders

**No.COD. 27/2014/120-G-**On promotion Smti. R. Chyrmang, Deputy Registrar of Cooperative Societies, is transferred and posted as Deputy Registrar of Cooperative Societies, Zonal Office, Tura against the resultant vacancies post occur due to the promotion *vice* Shri B.P. Modak, Joint Registrar of Cooperative Societies, transferred with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-H-**On the recommendation of the Departmental Promotion Committee Smti. P. Soh, Sub-Registrar of Cooperative Societies(Head Office) is hereby promoted to the post of Assistant Registrar of Cooperative Societies, Head Office, Junior Grade-I(Group-C) as per Rule 7(3) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹18,300-500-21,800-EB-650-27,000-810-35,100/-P.M.

*plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-I-**On promotion Smti. P. Soh, Assistant Registrar of Cooperative Societies, is transferred and posted in the Office of the Assistant Registrar of Cooperative Societies, Head Office *vice* Shri T. Kharshiing, Deputy Registrar of Cooperative Societies, promoted with effect from the date of taking overcharge and until further orders.

**No.COD.27/2014/120-J-** On the recommendation of the Departmental Promotion Committee Smti. Y. Sayo, Sub-Registrar of Cooperative Societies, Instructor, BATC, Upper Shillong is hereby promoted to the post of Assistant Registrar of Cooperative Societies, Head Office, Junior Grade-I(Group-C) as per Rule 7(3) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹18,300-500-21,800-EB-650-27,000-810-35,100/-p.m. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-K-**On promotion Smti. Y. Sayo, Assistant Registrar of Cooperative Societies, Head Office is transferred and posted in the Office of the Assistant Registrar of Cooperative Societies, Head Office *vice* Shri M. Kharbyngar, retired Assistant Registrar of Cooperative Societies, with effect from the date of taking overcharge and until further orders.

**No.COD.27/2014/120-L-** On the recommendation of the Departmental Promotion Committee Smti. B. Laitstep, Sub-Registrar of Cooperative Societies, Mawkyrwat, is hereby promoted to the post of Assistant Registrar of Cooperative Societies, Head Quarter, Junior Grade-I(Group-C) as per Rule 7(3) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹18,300-500-21,800-EB-650-27,000-810-35,100/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-M-**On promotion Smti. B. Laitstep, Assistant Registrar of Cooperative Societies, is transferred and posted as Assistant Registrar of Cooperative Societies, Head Office, Shillong *vice* Smti. K. Syiem, promoted to the post of Deputy Registrar of Cooperative Societies, with effect from the date of taking overcharge and until further orders.

**No.COD.27/2014/120-N-**On the recommendation of the Departmental Promotion Committee Smti. M.



Syiemlieh, Senior Cooperative Officer, is hereby promoted to the post of Sub-Registrar of Cooperative Societies, per Rule 7(4) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹17,000-470-20,290-EB-560-25,330-760-33,690/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-O-**On promotion Smti. M. Syiemlieh, Sub-Registrar of Cooperative Societies, is transferred and posted as Sub-Registrar of Cooperative Societies, at Basic Agricultural Training Centre, Upper Shillong *vice* Smti. Y. Sayo, promoted to the post of Assistant Registrar of Cooperative Societies, with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-P-** On the recommendation of the Departmental Promotion Committee Shri D.H. Kharkongor, Senior Cooperative Officer, is hereby promoted to the post of Sub-Registrar of Cooperative Societies, per Rule 7(4) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹17,000-470-20,290-EB-560-25,330-760-33,690/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-Q-**On promotion Shri D.H. Kharkongor, Sub-Registrar of Cooperative Societies, is transferred and posted as Sub-Registrar of Cooperative Societies, Head Office, Shillong attached to MCTI in addition of his normal duties *vice* Smti. P. Soh, Assistant Registrar of Cooperative Societies, promoted to the post of Assistant Registrar of Cooperative Societies with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-R-**On the recommendation of the Departmental Promotion Committee Shri V. Nongkhlaw, Senior Cooperative Officer, is hereby promoted to the post of Sub-Registrar of Cooperative Societies, Head Office as per Rule 7(4) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹17,000-470-20,290-EB-560-25,330-760-33,690/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-S-**On promotion Shri V. Nongkhlaw, Sub-Registrar of Cooperative Societies, Head Office, Shillong is transferred and posted as Sub-Registrar of Cooperative Societies, Head Office, Shillong *vice* Shri R. Chakraborty, Sub-Registrar of

Cooperative Societies, transferred with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-T-** On the recommendation of the Departmental Promotion Committee Shri R. N. Rymbai, Senior Cooperative Officer, is hereby promoted to the post of Sub-Registrar of Cooperative Societies, per Rule 7(4) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹17,000-470-20,290-EB-560-25,330-760-33,690/-P.M. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-U-**On promotion Shri R.N. Rymbai, Sub-Registrar of Cooperative Societies, Head Quarter is transferred and posted as Sub-Registrar of Cooperative Societies, Williamnagar *vice* Shri D. Choudhury, Sub-Registrar of Cooperative Societies, retired with effect from the date of taking over charge and until further orders.

**No.COD.27/2014/120-V-** On the recommendation of the Departmental Promotion Committee Smti. B. Nongtraw, Senior Cooperative Officer, is hereby promoted to the post of Sub-Registrar of Cooperative Societies, per Rule 7(4) of the Meghalaya Cooperative Service Rules 2003 in the Pay Scale of ₹17,000-470-20,290-EB-560-25,330-760-33,690/-p.m. *plus* other allowances as admissible under the rules with effect from the date of taking over charge and until further orders.

**No.COD. 27/2014/120-W-**On promotion Smti. B. Nongtraw, Sub-Registrar of Cooperative Societies, is transferred and posted as Sub-Registrar of Cooperative Societies, Mawkyrwat, *vice* Smti. B. Laitstep, Assistant Registrar of Cooperative Societies, promoted to the post of Assistant Registrar of Cooperative Societies with effect from the date of taking over charge and until further orders.

**H. MARWEIN,**  
**Addl. Chief Secretary to the Govt. of Meghalaya,**  
**Cooperation Department.**

The 30th November, 2017.

**No.COD.16/2012/45-**In continuation of this Department's Notification No.COD.16/2012/36, dated 1st June, 2017 and subject to leave admissibility to be certified by the Accountant General (A&E), Meghalaya, Shillong, Shri B.S. Majaw, Assistant Registrar of Cooperative Societies, Jowai is granted extension of commuted leave on medical ground for another period

of 120 (one hundred twenty) days with effect from 4th July, 2017 to 31st October, 2017 under Subsidiary Rule 94 of Meghalaya Fundamental Rules and Subsidiary Rules, 1984.

The Officer would have continued to hold the post but for his proceeding on leave, and there is every likelihood of his returning to the same post after expiry of the leave.

**M. THANGKHIEW,**  
Deputy Secretary to the Govt. of Meghalaya,  
Cooperation Department.

The 30th November, 2017.

**No.MUDA.BP/4961/2017-18**—In partial modification to the Office Notification No. MUDA.BP/4961/2017-18/3 dated 18th October, 2017, the Meghalaya Urban Development Authority is pleased to allow Shri B. P. F. Lyngdoh, Executive Engineer, MUDA, Shillong, to function as Member Secretary of the Structural Design Revised Panel (SDRP), *vice* Shri B.R.M. Lyngdoh, TPO, MUDA, Shillong, with immediate effect until further orders.

This has the approval of the Chairman, Meghalaya Urban Development Authority.

**Secretary,**  
Meghalaya Urban Development,  
Authority, Shillong.

The 24th November, 2017.

**No.PHE.166/2017/81**—The Governor of Meghalaya is pleased to constitute the District Swachh Bharat Mission (Gramin) [DSBM (G)] as a Registered Society for South West Garo Hills District in place of District Water & Sanitation Mission (DWSM) reconstituted *vide* No.PHE.75/2013/9, dated 14th May, 2003 in pursuance to the Revised Swachh Bharat Mission (Gramin) Guidelines to look after the implementation of Community Based Rural Sanitation “Swachh Bharat Mission (G)” in the District. The DSBM (G) will have a Committee *Viz* “District Swachh Bharat Mission Committee” (DSBMC). The Members and functions of the DSBM (G) and the DSBMC are as follows.

#### **DISTRICT SWACHH BHARAT MISSION (GRAMIN) DSBM (G)**

##### **MEMBERS**

Chairman

1. The Deputy Commissioner, South West Garo Hills District

##### **Members**

2. A.D.M/E.A.C
3. Local M. P
4. Local MLA of the District

##### **Member Secretary**

5. E.E., PHE, Ampati Division, Ampati

##### **Members**

6. District Planning Officer
7. District Medical & Health Officer
8. District Social Welfare Officer
9. Deputy Inspector of Schools
10. Deputy Director, HRD Cell O/o C.E. PHE, Meghalaya, Shillong
11. District Information & Public Relation Officer

##### **FUNCTIONS:**

- I The DWSM & DWSC shall be merged to the DSBM & DSBMC respectively.
1. To suggest appropriate procedure to adopted for effective implementation of the Community Based “Swachh Bharat Mission (G)”.
2. To sensitize the objectives, merits and modalities of the Swachh Bharat Mission (G).
3. To undertake assessment of the programme implementation and to suggest innovative and remedial action if any.
4. To consider approval of all schemes under Swachh Bharat Mission (G), which have been technically & financially scrutinized by the District Swachh Bharat Mission (G).
5. To decide about the detail designing, planning, estimation of the Sanitation/SLWM Projects proposals, and seeking approval of the competent authority.
6. The Multi- Village Schemes under Swachh Bharat Mission (G) within a District can be approved by the DSBM (G). However, in case of such schemes covering two or more Districts, these will consider and sanctioned by the SSBM (G).
7. To open and maintain bank accounts in the State Bank of India or its associate bank for the funds of SSBM (G), which shall be known as the District

Swachh Bharat Mission (G). The Member Secretary of the DSBM (G) shall be the Drawing and Disbursing Officer (DDO) for the Implementation of DSBM (G) Projects in the District.

8. To get the accounts of DSBM (G) audited annually by the Chartered Accountant.
9. To submit the audited accounts together with the Utilization Certificate (UC), received from the DSBM (G) duly signed by its Chairman and the Member Secretary to the SSBM (G) while filling claims for the subsequent installments.
10. To submit the completion report for all the Sanitation/ SLWM Projects received from the DSBM (G) upon their completion, to the Dept. of Drinking Water Supply, Ministry of Rural Development, GoI, through the SSBM (G)/ State Government. A project District/ Village will be considered as completed on fulfillment of the following conditions.
  - a. All the schemes taken up under the project have been fully completed and taken over by the VWSC for operation and maintenance.
  - b. The audited project accounts for the entire expenditure has been received and taken on record in the Government of India.
  - c. The balance Government of India Funds in the project have been fully refunded to the Government of India.
11. The DSBM will be responsible to release fund to the VWSCs and will ensure proper management of Funds.
12. The DSBM will constitute a core committee of experts as per Guidelines to review the progress made under Swachh Bharat Mission (G) Programmes.
13. The DSBM shall meet as often as possible but not less than 12 (twelve) times in a year.

#### **DISTRICT SWACHH BHARAT MISSION COMMITTEE (DSBMC)**

##### **MEMBERS**

##### **Chairman**

1. The Deputy Commissioner, South West Garo Hills District

##### **Member**

2. A.D.M/E.A.C :

##### **Member Secretary**

3. E.E., PHE, Ampati Division, Ampati

##### **Members**

4. District Planning Officer
5. District Social Welfare Officer
6. District Medical & Health Officer
7. District Information & Public Relation Officer
8. District Community & Rural Development Officer
9. Project Director, DRDA
10. Secretary, Garo Hills Autonomous District Council
11. Deputy Inspector of Schools, South West Garo Hills District
12. Deputy Director, HRD Cell O/o C.E. PHE, Meghalaya, Shillong.

##### **FUNCTIONS:**

1. Formulation, Management & Monitoring of Sanitation/ SLWM Projects.
2. Scrutiny of projects proposals submitted by the VWSC in respect of schemes under Swachh Bharat Mission (G) Projects for its approval by the DSBM Projects, the estimates are to be technically and financially scrutinized and submitted to the SSBM (G) through the DSBM for approval and further disposal, as the case may be.
3. Selection of agencies and NGOs and enter into agreement for social mobilization, capacity development, communication, project management and supervision.
4. Formation of Village Level Water & Sanitation Committee (VWSC) under the Chairmanship of Village Headman/ Durbar Head for all the villages in the District. The composition of other members of the VWSCs can be decided by the DSBM, however, members from SC/ST and poorer sections, Specialists, NGOs can be given due representation and at least one third of its members should be women.
5. Sensetizing the public representatives, officials and the general public about the Swachh Bharat Mission (G) Principles.
6. Engaging institutions for imparting training for capacity development of all stakeholders and undertaking communication campaign.

7. Interaction with SSBM (G), State Govt. and Govt. of India and VWSC.
8. Formation of Registered Village Level Water & Sanitation Committee (VWSC) at every Village in the District.
9. To undertake assessment of the demand and propose establishment of Production Centres (PCs) under Swachh Bharat Mission (G) Schemes at the District/ Block Levels based on demand of Toilet generated.
10. Closely monitor the activities of the PCs and streamline supply of goods from these centres to villages under Swachh Bharat Mission (G).
11. To prepare Manual consisting of type design and indicative capital, O&M and replacement costs for each of the technology options and to circulate them to the Village Water & Sanitation Committee (VWSC) willing to take up projects under Swachh Bharat Mission (G) Programme.
12. Disseminate the IEC materials and organize mela, competitions, slogans, songs, drama, role -plays, painting, elocution etc, for generating interests in cleanliness, general health awareness and personal hygiene.
13. Undertake HRD activities under the umbrella of PCs within the Swachh Bharat Mission (G) Scheme.
14. Prepare training modules and communication materials for further distribution.
15. To submit Monthly Progress reports within 10 days in the succeeding month, and for every financial year on or before the 15<sup>th</sup> April of the succeeding financial year.
16. Send regular Progress reports of the implementation status and utilization certificates for fund received under Swachh Bharat Mission (G) Programme to the SSBM (G) and to the Govt. of India, Ministry of Rural Development, Department of Drinking Water Supply, New Delhi.
17. To keep all the records and accounts in respect of receipt and expenditure.
18. To work out an arrangement under which a team of experts would visit once in a quarter, inspect the works quality and give their report to the DSBM and in case any defects are pointed out in the report, the same shall have to be rectified before further payments can be made to the Project.

Copies of the inspection reports carried out by the agencies independent of field engineers will have to be attached along with the second and subsequent installment claims.

19. The DSBM (G) may co-opt 3 (Three) persons who shall be experts and /from reputed NGOs as members with prior approval of the SSBM (G).
20. The DSBM (G) shall meet as often as required but not less than 4 (four) times in a year.

**No.PHE.166/2017/80**—The Governor of Meghalaya is pleased to constitute the District Swachh Bharat Mission (Gramin) [DSBM (G)] as a Registered Society for West Garo Hills District in place of District Water & Sanitation Mission (DWSM) reconstituted *vide* “No. PHE.318/2000/128, dated 1st August, 2003 in pursuance to the Revised Swachh Bharat Mission (Gramin) Guidelines to look after the implementation of Community Based Rural Sanitation “Swachh Bharat Mission (G)” in the District. The DSBM (G) will have a Committee Viz “District Swachh Bharat Mission Committee” (DSBMC). The Members and functions of the DSBM (G) and the DSBMC are as follows:

#### **DISTRICT SWACHH BHARAT MISSION (GRAMIN) DSBM**

##### **MEMBERS**

##### **Chairman**

1. The Deputy Commissioner, West Garo Hills District

##### **Member**

2. A.D.M/E.A.C
3. Local M. P
4. Local MLA of the District

##### **Member Secretary**

5. E.E., PHE, Tura Division, Tura

##### **Members**

6. District Planning Officer
7. District Medical & Health Officer
8. District Social Welfare Officer
9. Deputy Inspector of Schools
10. Deputy Director, HRD Cell O/o C.E. PHE, Meghalaya, Shillong
11. District Information & Public Relation Officer.



**FUNCTIONS:**

- I The DWSM & DWSC shall be merged to the DSBM & DSBMC respectively.
1. To suggest appropriate procedure to adopted for effective implementation of the Community Based "Swachh Bharat Mission (G)".
2. To sensitize the objectives, merits and modalities of the Swachh Bharat Mission (G).
3. To undertake assessment of the programme implementation and to suggest innovative and remedial action if any.
4. To consider approval of all schemes under Swachh Bharat Mission (G), which have been technically & financially scrutinized by the District Swachh Bharat Mission (G).
5. To decide about the detail designing, planning, estimation of the Sanitation/ SLWM Projects proposals, and seeking approval of the competent authority.
6. The Multi- Village Schemes under Swachh Bharat Mission (G) within a District can be approved by the DSBM (G). However, in case of such schemes covering two or more Districts, these will consider and sanctioned by the SSBM (G).
7. To open and maintain bank accounts in the State Bank of India or its associate bank for the funds of SSBM (G), which shall be known as the District Swachh Bharat Mission (G). The Member Secretary of the DSBM (G) shall be the Drawing and Disbursing Officer (DDO) for the Implementation of DSBM (G) Projects in the District.
8. To get the accounts of DSBM (G) audited annually by the Chartered Accountant.
9. To submit the audited accounts together with the Utilization Certificate (UC), received from the DSBM (G) duly signed by its Chairman and the Member Secretary to the SSBM (G) while filling claims for the subsequent installments.
10. To submit the completion report for all the Sanitation/ SLWM Projects received from the DSBM (G) upon their completion, to the Dept. of Drinking Water Supply, Ministry of Rural Development, GoI, through the SSBM (G)/ State Government. A project District/ Village will be considered as completed on fulfillment of the following conditions.
  - a. All the schemes taken up under the project have been fully completed and taken over by the VWSC for operation and maintenance.
  - b. The audited project accounts for the entire expenditure has been received and taken on record in the Government of India.
  - c. The balance Government of India Funds in the project have been fully refunded to the Government of India.
11. The DSBM will be responsible to release fund to the VWSCs and will ensure proper management of Funds.
12. The DSBM will constitute a core committee of experts as per Guidelines to review the progress made under Swachh Bharat Mission (G) Programmes.
13. The DSBM shall meet as often as possible but not less than 12 (twelve) times in a year.

**DISTRICT SWACHH BHARAT MISSION COMMITTEE (DSBMC)****MEMBERS****Chairman**

1. The Deputy Commissioner, West Garo Hills District

**Members**

2. A.D.M/E.A.C
3. E.E., PHE, Tura Division, Tura
4. District Planning Officer

**Member Secretary**

5. District Social Welfare Officer

**Members**

6. District Medical & Health Officer
7. District Information & Public Relation Officer
8. District Community & Rural Development Officer
9. Project Director, DRDA
10. Secretary, Garo Hills Autonomous District Council
11. Deputy Inspector of Schools, West Garo Hills District
12. Deputy Director, HRD Cell O/o C.E. PHE, Meghalaya, Shillong.

**FUNCTIONS:**

1. Formulation, Management & Monitoring of Sanitation/ SLWM Projects.
2. Scrutiny of projects proposals submitted by the VWSC in respect of schemes under Swachh Bharat Mission (G) Projects for its approval by the DSBM Projects, the estimates are to be technically and financially scrutinized and submitted to the SSBM (G) through the DSBM for approval and further disposal, as the case may be.
3. Selection of agencies and NGOs and enter into agreement for social mobilization, capacity development, communication, project management and supervision.
4. Formation of Village Level Water & Sanitation Committee (VWSC) under the Chairmanship of Village Headman/ Durbar Head for all the villages in the District. The composition of other members of the VWSCs can be decided by the DSBM, however, members from SC/ST and poorer sections, Specialists, NGOs can be given due representation and at least one third of its members should be women.
5. Sensitizing the public representatives, officials and the general public about the Swachh Bharat Mission (G) Principles.
6. Engaging institutions for imparting training for capacity development of all stakeholders and undertaking communication campaign.
7. Interaction with SSBM (G), State Govt. and Govt. of India and VWSC.
8. Formation of Registered Village Level Water & Sanitation Committee (VWSC) at every Village in the District.
9. To undertake assessment of the demand and propose establishment of Production Centres (PCs) under Swachh Bharat Mission (G) Schemes at the District/ Block Levels based on demand of Toilet generated.
10. Closely monitor the activities of the PCs and streamline supply of goods from these centres to villages under Swachh Bharat Mission (G).
11. To prepare Manual consisting of type design and indicative capital, O&M and replacement costs for each of the technology options and to circulate them to the Village Water & Sanitation Committee (VWSC) willing to take up projects under Swachh Bharat Mission (G) Programme.
12. Disseminate the IEC materials and organize mela, competitions, slogans, songs, drama, role -plays, painting, elocution etc, for generating interests in cleanliness, general health awareness and personal hygiene.
13. Undertake HRD activities under the umbrella of PCs within the Swachh Bharat Mission (G) Scheme.
14. Prepare training modules and communication materials for further distribution.
15. To submit Monthly Progress reports within 10 days in the succeeding month, and for every financial year on or before the 15th April of the succeeding financial year.
16. Send regular Progress reports of the implementation status and utilization certificates for fund received under Swachh Bharat Mission (G) Programme to the SSBM (G) and to the Government of India, Ministry of Rural Development, Department of Drinking Water Supply, New Delhi.
17. To keep all the records and accounts in respect of receipt and expenditure.
18. To work out an arrangement under which a team of experts would visit once in a quarter, inspect the works quality and give their report to the DSBM and in case any defects are pointed out in the report, the same shall have to be rectified before further payments can be made to the Project. Copies of the inspection reports carried out by the agencies independent of field engineers will have to be attached along with the second and subsequent installment claims.
19. The DSBM (G) may co-opt 3 (Three) persons who shall be experts and /from reputed NGOs as members with prior approval of the SSBM (G).
20. The DSBM (G) shall meet as often as required but not less than 4 (four) times in a year.

**D. P. WAHLANG,****Principal Secretary to the Govt. of Meghalaya,  
Public Health Engineering Department.**